NAEP 2015

Expected School Coordinator Timeline

2014 August/September

September/October

October/November

2015 November/December

December /January

NAEP Testing Window
January 26 to March 6, 2015

School
Assessment Day

Wrap Up

August/September – Principals <u>register on MyNAEP</u> and designate NAEP School Coordinator.

Due September 3

September/October – NAEP School Coordinator logs in, familiarizes himself/herself with the MyNAEP site and confirms the school calendar information.

- ⇒ Date school adjourns for winter break
- ⇒ Date school returns from winter break
- ⇒ Date for the last day of school

Due September 30

October/November – NAEP School Coordinator provides student enrollment for grade being tested. This count will be used to verify the information available in AIM. If there are large discrepancies between MyNAEP records and AIM records, the Office of Public Instruction will have to contact schools to verify the data.

Due October 31

November/December – All "Prepare for Assessment" tasks must be completed and confirmed by the preassessment review call date. The NAEP School Coordinator reviews the parent/guardian letter for their school mailing and in early December, verifies the date the letter was sent out on the MyNAEP website.

December – The list of sampled students will become available in early December. The NAEP School Coordinator reviews the list of sampled students and updates the information as needed in case any new students have enrolled at or have existed from the school. For NAEP 2015, students will be assessed with the state allowable accommodations. To ensure that the NAEP reflects the educational progress of all students, students with disabilities (SD) and English language learners (ELL) must be included to the fullest extent possible.

- ⇒ Update the list of sampled students
- ⇒ Include students with disabilities and English language learners
- ⇒ Notify parents/quardians of sampled students
- → Manage school and/or teacher questionnaires

January – NAEP School Coordinator will submit a current roster of students. The list of students originally submitted for sampling in the fall must be compared to your current roster of students for the sampled grade.

- ⇒ Submit a current roster of students
- ⇒ Plan assessment day logistics
- ⇒ Encourage participation and motivate students to do their best

Assessment Day – NAEP School Coordinator should ensure student participation is greater than 90%. Attendance rates must be as high as possible to avoid the need for makeup sessions. Attendance rates of less than 90% for the NAEP sampled students will require a makeup session.

Wrap Up | April/May - NAEP School Coordinator will receive an email two weeks prior to the last day of school reminding the coordinator to destroy contents of envelope, provide the date material was destroyed, and complete the optional MyNAEP Feedback Survey.